

LEADR 1-1  
POLICY NO. 1-6

TO: LEAD COMMUNITY

FROM: Commander, LEAD

SUBJECT: SEXUAL HARASSMENT POLICY

**POLICY:** Harassment on the basis of sex is a violation of Title VII of the Civil Rights Act of 1964, as amended. Sexual harassment is defined as a form of sex discrimination that includes unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature. All employees will be allowed to work in an environment free from unsolicited and unwelcome sexual overtures, as sexual harassment debilitates morale and productivity of victims and coworkers alike.

Sexual harassment is demoralizing and interferes with the work productivity of its victims and, consequently, impacts on the mission of the depot. I am committed to a **zero tolerance level** for this type of activity and expect the same commitment for its elimination from all employees.

It is important that all managers, supervisors and employees be aware that sanctions are in place in the table of offenses and penalties in LEAD Regulations 690-1 and will be strictly enforced. Supervisors have the responsibility for maintaining a work environment free of sexual harassment and for taking quick action to deal with such allegations with appropriate disciplinary action when warranted. Employees who feel they have been the subject of sexual harassment should report the incident immediately to their supervisor or the Office of Equal Opportunity.

Letterkenny Army Depot's greatest asset and strength have always been the men and women who have worked diligently toward mission accomplishment. Any instance of sexual harassment within this command will be resolved quickly, firmly, and at the lowest possible level. It is our leaders responsibility to ensure that sexual harassment is dealt with swiftly, fairly, and effectively.

//s//  
ROBERT A. SWENSON  
COL, OD  
Commanding

(AMSAM-LE-CO-E)

**MAINTENANCE INSTRUCTIONS;**

- a. Post on index at Appendix B of LEADR 1-1, and maintain in numerical sequence as part of that appendix.
- b. Retain until officially cancelled, then destroy.